

**The Scheme of Recruitment**

**For the post of Sign Interpreter under Non- Technical - Segment II category of Service  
(MN 1–2016) in Department of Social Services, Northern Province**

**01. Related Institutions**

- |   |               |           |
|---|---------------|-----------|
| 1.1. Department   | Ref.No: ..... | Date..... |
| 1.2. Ministry   | Ref.No: ..... | Date..... |
| 1.3. Approval by the Director<br>General of the Management Services.  | Ref.No: ..... | Date..... |
| 1.4. Recommendation of the Chief Secretary                            | Ref.No.....   | Date..... |
| 1.5. Recommendation of the National<br>Salaries and Cadres Commission | Ref.No.....   | Date..... |
| 1.6. Recommendation By the Provincial<br>Public Service Commission    | Ref.No.....   | Date..... |
| 1.7. Approval by the Hon.Governor                                     | Ref.No.....   | Date..... |

**1. Effective Date:** - This Scheme of recruitment shall come into force with effect from the date of approval from Hon.Governor of Northern Province.

**2. Appointing Authority:** - Authority to whom the powers have been delegated by the Hon. Governor of Northern Province as per the Governor’s Memorandum-2013/01 dated 2013/08/07 and subsequent amendments thereto.

**3. Role Assigned**

This category of service is assigned with the duties of non-technical and single functional nature from amongst the duties that assist and /or facilitate the duties of those engaged in the executive and administrative functions in the institutions. Officers falling within this category of service will be required to carry out the duties that are made specific by the Appointing Authority out of the duties of such category.

**4. Nature of the Post:** -Permanent and Pensionable.

**5. Terms of Definition**

- 5.1. The term “**Scheme of Recruitment**” shall mean the Scheme of recruitment for the post of Sign Interpreter under the Non-Technical – Segment II category of Service in the Department of Social Services of the Northern Province.
- 5.2. The term “**Governor**” shall mean the Hon. Governor of the Northern Province.
- 5.3. The term “**Commission**” shall mean the Provincial Public Service Commission of the Northern Province.

- 5.4.** The term “**Secretary**” shall mean, the Secretary of the Ministry to which the subject of Social Services is assigned.
- 5.5.** The term “**Appointing Authority**” shall mean to whom the powers have been delegated by the Hon. Governor of Northern Province.
- 5.6.** The term “**Head of the Department**” shall mean the Head of the Department of Social Services in the Northern Provincial Council
- 5.7.** The term “**Period of Active Service**” means a period of service during which a officer has actually engaged himself / herself in duties receiving salaries pertaining to his/her post. All periods of no pay leave other than the government approved maternity leave will not be reckoned for the purpose of the period of active service.
- 5.8.** The term “**Period of Satisfactory Service**” means a period during which a Public Officer has earned all the salary increments due to him/her by efficient and diligent discharge of his/her duties and by passing over the Efficiency Bar Examination due to him/her on the prescribed dates and by fulfilling the qualifications required for his/her confirmation and has not committed any punishable offence.
- 5.9.** The term “**Due Date**” means the date on which the respective efficiency bar is due to be passed over. In grade promotions, officers who pass over their efficiency bars on or before the due date are entitled to have promotions as set out in the schemes of recruitment. The date of promotion of officers who do not pass over their efficiency bars on the due date should be deferred by a period equivalent to the amount of time they spent being belated for passing over of such efficiency bars.

## **6. Salary**

**6.1. Salary Code:** MN 1 – 2016

**6.2. Salary Scale:** Rs. 27,140 – 10 x 300 – 11 x 350 – 10 x 495 – 10 x 660 -45,540

**6.3. Initial Salary Step pertaining to grade system:**

<b>Grade</b>	<b>Initial Salary step</b>	<b>Initial Salary Point (Rs)</b>
III	Step. 01	27,140 /=
II	Step. 12	30,490 /=
I	Step. 23	34,485 /=

## 7. Cadre

- 7.1. Cadre will be determined according to the approved cadre sanctioned by the Director of Department of Management Service.
- 7.2. Cadre will be revised from time to time according to actual service needs.
- 7.3. Approved title of Post, Grades, approved cadre and the duties assigned.

Approved Titles of Posts	Grade for which the post is approved	Approved Cadre	Duties
Sign Interpreter	III/II/I.	01	1. Interpret the spoken word into Sign language and vice versa 2. Performs official duties related to the effective operation of programme for the deaf and hard of hearing.

- 7.4. For the purpose of the graded promotion Grade III, Grade II and Grade I will be treated as combined cadre in this post. as per approved of the MSD letter No:DMS/NP/0312 dated 17.12.2015

## 8. Basic Requirements for Recruitments

- 8.1. The candidate should be a citizen of Sri Lanka.
- 8.2. He / She should possess a good moral character and should be physically fit to serve in any part of Northern Province and to perform the duties of the posts.
- 8.3. Candidate should have had at least three (03) years of continuous permanent residence in the Northern Province within six (06) years immediately prior to the last date of closing of applications. (Voters list should be submitted to prove the permanent residence.)

**OR**

Applicant or his/her parents should have been born in the Northern Province and should have had at least five (05) years of continuous permanent residence in the Northern Province. (Voters list should be submitted to prove the permanent residence.)

## 9. Terms and conditions of services

- 9.1. He / She should contribute to the Widows and Orphans Pension fund.
- 9.2. The Officer shall be subject to the Establishment code, Financial Regulations, the procedural rules of the Public Service commission, departmental rules & regulations, and any other rules or regulations that may be issued from time to time by the Government.

- 9.3.** The Officer appointed to Grade III of service shall be subjected to a probation period of three (03) years. If the Head of the Department is satisfied himself to the effect that the officer has passed the first efficiency bar examination conducted by the Provincial Public Service Commission and that work, conduct and attendance of the Officer are satisfactory, it shall be informed to the Appointing Authority by the end of the three years and thereafter the appointment to the Officer shall be confirmed if the Appointing Authority is satisfied in this regard.
- 9.4.** Subjected to the internal transfer.
- 9.5.** The Officer will have to tender security if the head of the department directs him to furnish security for the performance of his duties.

## **10.Method of Calling Applications**

Applications shall be invited through notification by the Government Gazette or by public newspapers, and by Northern Provincial web site.

## **11.Method of Recruitment**

### **11.1. Percentages of Recruitment:**

<b>Stream/Range</b>	<b>Percentage</b>
Open	100%

### **11.2. Open Recruitment**

#### **11.2.1. Grade at Recruitment: *Grade III***

#### **11.2.2. Qualifications**

##### ***11.2.2.1. Educational Qualification:***

The candidate should have passed G.C.E (O/L) examination in six (06) subjects with credit passes for Tamil / Sinhala/ /English, Mathematics and two other subjects in one sitting.

**AND**

The candidate should have passed at least one (01) Main subject at the G.C.E. (A/L) Examination (Except General Test and General English).

##### ***11.2.2.2. Vocational/ Professional Qualifications:***

The candidate should have successfully completed at least Six month Diploma/ Certificate course for Sing Language at Government / Government recognized Institution.

### 11.2.2.3. *Physical fitness :-*

Applicant should be physically and mentally fit to serve in any part of the Northern Province and to perform duties of the post.

### 11.2.3. *Age:*

11.2.3.1. *Minimum Limit:* 18 years of age

11.2.3.2. *Maximum Limit:* 30 years of age.

### 11.2.4. *Method of Recruitment:*

#### 11.2.4.1. *Written Examination :-*

<b>Subject Details</b>	<b>Hours</b>	<b>Minimum Pass Marks</b>
Language Proficiency	1½ Hours	40%
Aptitude	1 Hours	40%

i. Language Proficiency

This paper will consist of questions to test the knowledge of the candidate regarding drawing of conclusion, comprehension, detection of errors, easy grammatical usage etc.

ii. Aptitude Test

This Paper tests the logical thinking, analytical skills, decision making skills and mathematical skills of the applicant in average level.

11.2.4.2. The recruitment will be made by open competitive Examinations. The exams will be conducted **by the Northern Provincial Public Service commission.**

11.2.4.3. The candidates who passed the exam shall be appointed to class III of Sign Interpreter in the order of total marks obtained in the exam after a general interview.

11.2.4.4. Letter of Appointment shall be issued **by the Appointing authority.**

## 12. Efficiency Bar Examinations

### 12.1. *Details of Efficiency bar Examination*

<b>Which of the Efficiency Bars</b>	<b>Before how many Years the Efficiency Bar to be passed</b>	<b>Nature of the Efficiency Bars Written Examination/ Trade Test/ Certificate Course/Other</b>	<b>Pass Marks</b>
1 <sup>st</sup> Efficiency Bar	Before the lapse of three (03) years from the date of Appointment to Grade III	Written Exam (Annexure II)	40
2 <sup>nd</sup> Efficiency Bar	Before the lapse of three (03) years from the date of Promotion to Grade II	Written Exam (Annexure II)	40
3 <sup>rd</sup> Efficiency Bar	Before the lapse of five (05) years from the date of Promotion to Grade I	Written Exam (Annexure II)	40

**12.2. Frequency at which the E.B. Examination occurs:** Twice a Year.

**12.3. Authorities conducting the E.B.Examination**

*1<sup>st</sup> Efficiency Bar:* }  
*2<sup>nd</sup> Efficiency Bar:* } The Provincial Public Service commission.  
*3<sup>rd</sup> Efficiency Bar:* }

**13. Language Proficiency:**

Language	Proficiency to be acquired
01. Official Language	Officers who have joined the service in a language other than official languages should acquire proficiency in one of the official language during the period of probation.
02. Second Language	Should acquire proficiency at the relevant levels as per the public Administration Circular No 01/2014 and subsequent circulars.

**14. Promotion to Grades**

**14.1. Promotion from Grade III to Grade II**

**14.1.1. As per the General Performance.**

**14.1.1.1. Requirements to be fulfilled**

- i. Should have been confirmed in the appointment.
- ii. Should have completed a minimum of **ten (10)** years of active and satisfactory period of service in Grade III of the service and earned all the due **ten (10)** salary increments falling within the above period.
- iii. Should have shown a satisfactory or above level of performance during a period of **ten (10)** years immediately prior to the date of promotion as per the approved procedure of performance appraisal
- iv. Should have completed a **five (05)** years of active and satisfactory service immediately prior to the date of promotion.
- v. Should have obtained proficiency in Second Language at the relevant level
- vi. Should have passed the relevant Efficiency Bar Examination on the due date.

**14.1.1.2. Method of promotion**

When an officer who has fulfilled the required qualifications makes a request for promotion to the Appointing Authority by using the prescribed specimen form **Annexure I** of application along with the recommendation of the Head of Department and the promotion to Grade II shall be made effective from the date on which the officer becomes eligible for such promotion after verifying these qualifications by the Appointing Authority

**14.1.1.3. As per Exceptional Performance:** Not Applicable- as per the PSC circular No. 01/2013 of 18.12.2013.

**14.2. Promotion from Grade II to Grade I**

**14.2.1. As per the General Performance.**

**14.2.1.1. Requirements to be fulfilled**

- i. Should have completed at least **ten (10)** years of active and satisfactory service in Grade II of the service and earned all the due **ten (10)** salary increments falling within the above period.
- ii. Should have completed a five (05) years of active and satisfactory service immediately prior to the date of promotion.
- iii. Should have shown a satisfactory or above level of performance during a period of Ten (10) years immediately prior to the date of promotion as per the approved procedure of performance appraisal
- iv. Should have passed the respective Efficiency Bar Examination on the due date, Should have completed a five (05) years of satisfactory service immediately prior to the date of promotion.

**14.2.1.2. Method of promotion**

When an officer who has fulfilled the required qualifications makes a request for promotion to the Appointing Authority by using the prescribed specimen form **Annexure I** of application along with the recommendation of the Head of Department, the promotion to Grade I shall be made effective from the date on which the officer becomes eligible for such promotion after verifying these qualifications by the Appointing Authority.

**14.2.1.3. As per Exceptional Performance:** Not Applicable as per the PSC circular No. 01/2013

Dated 18.12.2013

**15. Matters not Provided**

Any matter not provided for in this Scheme of recruitment, will be determined by the Provincial Hon. Governor of Northern Province.

Prepared by: .....

Checked by: .....

(Staff Officer in charge of the Subject)

**Recommended and Forwarded**

Signed:- **Vanaja Selvaratnam**

Director,

Provincial Department of Social services, NP

Date.....

Reference Number:.....

I recommend that this proposed Scheme of recruitment for the post of Sign Interpreter under Non – Technical – Segment II Category of Service (MN 1-2016) (Page 1-11 including annexure) in Department of Social Services, Northern Province be approved.

Signed :- **Rubini Varathalingam**  
**Secretary**  
Ministry Of Women's Affairs  
Northern Province

Date.13.05.2019

**Hon. Governor,**

Provincial Public Service Commission has recommended this Scheme of recruitment for Non – Technical – Segment II Category of Service (MN 1-2016) (Page 1-11 including annexure) in Department of Social Services, Northern Province.

Submitted for your Hon. Approval please.

Signed:- **A.Sivabalasundran**  
**Secretary**  
Provincial Public Service Commission  
Northern Province  
Date: 24/5/2019

**Approved**

Signed:- **Suren Ragavan**  
**Hon. Governor,**  
**Northern Province**  
Date: 04.06.2019

**Annexure I**

**Specimen Application for promotion to Grade ..... From Grade..... of the post of**  
.....

1. Name with initials: Mr./Mrs./Miss
2. Names denoted by the initials:
3. Present post (With Grade):
4. Date of Birth:
5. National Identity Card No:
6. Date of assume the duty:
7. Number of the appointment letter of the Post:
8. Date of Confirmation:
9. Date of passing the Efficiency Bar Examination and the index number:
10. Date on which the ..... years of service completed:

I hereby request to grant me the promotion to (Indicate the grade) ..... of the post of  
.....

.....  
Applicant's Signature

Date:-

Director,

Department of Social Service

I hereby certify that Mr./Mrs./Miss..... Is  
serving at this office and

1. Has completed an active period of ..... years to the date of .....
2. Has earned .....Salary increments with in the prescribe period.
3. Has proved performance at the level of satisfactory or above during the service of .....years as per the approved performance appraisal procedure immediately preceding the date of promotion.
4. The number of half pay or no pay leave of the officer is ...../ he/she has not obtained half pay or no pay leave for the period of ..... years.

- 5. Has not been subjected to any punishment (except warnings) during the period concerned.
- 6. No disciplinary action is proceeding against the officer and do not intend to take any disciplinary action in the future.
- 7. Has been confirmed in the post from (Date).....
- 8. Has passed the Efficiency bar Examination of Grade III/ Grade II/ Grade I.

I hereby recommend this Officer to be promoted to (Grade) ..... with effect from ..... since he/she has completed all the requirement for promotion.

.....  
Head of the Department

Date .....

**Note :-** In case the Officer has not satisfied the qualification from 1- 8, please mention them.

**Secretary,**  
.....

I recommend that Mr. /Mrs. / Miss:..... be promoted to Grade II/ Grade I/ Special Grade of the post with effect from ..... since he/ she has completed all the requirement for the promotion on due date.

Date: .....

Director,  
Department of Social Services, NP

**Annexure II**

**Efficiency bar Examination**

**1. First Efficiency Bar Examination**

**a. Syllabus of the Examination:**

<b>Question Paper</b>	<b>Duration</b>	<b>Syllabus</b>
<b>Office System and Office Procedures.</b>	2 Hours	<ul style="list-style-type: none"><li>➤ Importance of Office System</li><li>➤ System related to protection of documents.</li><li>➤ Action on incoming and outgoing letters.</li><li>➤ Writing of Minutes</li><li>➤ Writing of letters</li><li>➤ Maintaining good public relations.</li></ul>

**2. Second Efficiency Bar Examination**

**a. Syllabus of the Examination:**

<b>Question Paper</b>	<b>Duration</b>	<b>Syllabus</b>
Establishments Code	2 Hours	Establishment Code Volume -I I,II,III, VII, VIII, XII,XIII,XVII, XVIII,XXII, XXIII and XXV

**3. Third Efficiency Bar Examination**

**a. Particulars of the Examination: One question paper**

<b>Question Paper</b>	<b>Duration</b>	<b>Syllabus</b>
Establishments Code	2 Hours	Establishment Code Volume –I I,II,III, V, VII, VIII,XI,XII,XIII,XIV,XV, XVII, XVIII,XXII,XXIII and XXV
Financial Regulations	2 Hours	Test the knowledge of the contents in Financial Regulations from 01 to 157

Signed:- **Vanaja Selvaratnam**  
**Provincial Director**  
Department of Social Services,  
Northern Province